

## Green Energy Fund Relief Program – Recipient Checklist

- ☐ 1. Contact an approved BPI Certified Energy Auditor and schedule BPI home energy efficiency audit.
- ☐ 2. Select and complete at least \$500 in program-eligible upgrades or retrofits (see list in program rules) from the auditor's recommendations
- ☐ 3. Submit the following documents to the Delaware Energy Office:
  - ☐ Name of auditor (and proof of BPI certification if auditor is not on approved list)
  - ☐ Copy of invoice for the audit showing payment
  - ☐ Copy of the full, detailed audit report showing all upgrade recommendations and estimated energy savings for each recommendation in energy units (e.g. kWh, lbs of fuel, therms, or Btus saved)
- ☐ 4. Submit copies of detailed invoices and receipts for installation of upgrades and purchase of installed items to the Delaware Energy Office. Invoices for retrofits/upgrades must show:
  - ☐ Name of Company / Self Installer Name
  - ☐ List of retrofits and/or upgrades implemented based on audit recommendations
  - ☐ Cost of each retrofit
  - ☐ Method of payment (cash, check number, credit, etc.) Must show **Paid In Full**
- ☐ 5. Complete the Delaware GEF Relief Program Jobs Reporting Worksheet Sections 1-3 with your Renewable System Contractor, Energy Auditor, and Energy Efficiency Upgrade Installer and return signed form to the Delaware Energy Office.
- ☐ 6. In cases of self-installation of retrofits and upgrades: Submit a letter stating name of person performing retrofits and detailing the improvements with receipts for all materials, no labor costs are allowed in the calculation of rebate amounts for self-installation. Self-installer must provide details of work on GEF Relief Program Jobs Reporting Worksheet, Section 3.
- ☐ 7. Provide all requested documentation to the Delaware Energy Office to confirm participation in Green Energy Fund Relief Program by October 1, 2010.